

(date)

Preconstruction Conference Agenda

Contract Number: N00024-00-D-6000
NAVY/MARINE CORPS INTRANET (NMCI)
(Location)

1. PREFACE:

Administrative procedures and related agreements made by both parties during this meeting will not be construed as amending or revising the original intent, terms, or conditions of the contract.

2. INTRODUCTION:

The purpose of this meeting is to establish administrative procedures necessary for execution of the contract. Additionally, this meeting is to introduce the personnel from the ROICC office, installation, ISF-Facilities, and the General Contractor. The following Points of Contact were introduced:

Organization	Name	Telephone
ROICC		() -
Public Works		() -
Base Safety		() -
Security		() -
Fire		() -
Environmental		() -
ISF-Facilities		() -
General Contractor		() -

3. PROJECT DESCRIPTION AND SCOPE OF WORK:

- a. This is a service contract with related construction. Construction is performed on a fast-tracked design-build basis, with construction often starting when the plans are at 60% complete.
- b. (ISF provide an overview of the project)

4. SCHEDULE:

- a. Current design status. (ISF provides)
- b. Design schedule. (ISF provides)
- c. Proposed construction start and finish dates. (ISF provides)

5. ROLES AND RESPONSIBILITIES:

- a. ROICC
 - i. Design review process: all submittals go to the ROICC for distribution to the reviewers
 1. Reviews generally complete within two working days
 2. Review in accordance with NMCI Operations Manual (<http://www.efds.w.navy.mil/05/051/pdf/NMCIOperationsManual.pdf>)
 - ii. Badging, vehicle access and insurance
 - iii. Equipment deliveries

- iv. Status of Government provided primary power for the new facility
- v. Job site clean-up requirements discussed. (YES/NO)
- vi. Disposal of trash requirements discussed. (YES/NO)
- vii. Storm protection requirements discussed. (YES/NO)
- viii. Jobsite security discussed. (YES/NO)
- b. Safety
 - i. Contractor Safety and Health Plan discussed (see <http://www.efds.w.navy.mil/05/05> for plan) (YES/NO)
 - ii. OSHA compliance discussed (YES/NO)
 - iii. Safety Inspection procedures discussed. (YES/NO)
 - iv. Safety resolution procedures discussed. (YES/NO)
 - v. Asbestos/Hazardous Materials notifications discussed. (YES/NO)
 - vi. Site injury reporting procedures and forms discussed. (YES/NO)
 - vii. Emergency Medical Services number _____.
 - viii. Crane usage limitations and permits discussed. (YES/NO)
- c. Security
 - i. Passes required for all prime and subcontractors. (YES/NO)
 - 1. Procedures for obtaining badges discussed. (YES/NO)
 - 2. Requirements for notification of lost discussed. (YES/NO)
 - ii. Limitations on base access discussed. (YES/NO)
 - iii. Photography limitations discussed. (YES/NO)
 - iv. Base and jobsite access during Threat Condition discussed. (YES/NO)
- d. Fire Department
 - i. Fire safety discussed. (YES/NO)
 - ii. Burn permit process discussed. (YES/NO)
- e. Environmental
 - i. Compliance with all federal, state and local laws required for the protection of the public, safety and environmental quality discussed. (YES/NO)
 - ii. Status of Government efforts to remove existing asbestos and hazardous materials that will impact new work discussed. (YES/NO/NA)
 - iii. Mercury containing fluorescent lamp disposal requirements discussed. (YES/NO)
 - iv. PCB containing fluorescent light ballast disposal requirements discussed. (YES/NO)
 - v. Prevention of silt and debris from entering the drainage system discussed. (YES/NO)
 - vi. Historic Preservation discussed. (YES/NO/NA)
 - vii. Timeframes and procedures for obtaining permits for generators discussed. (YES/NO)
- f. Public Works
 - i. Requirement to submit requests for utility outages or tie-in ____ work days in advance discussed. (YES/NO)
 - 1. All material required on site before requesting outage.
 - 2. Schedule after normal hours or on weekends where possible.
- g. ISF
 - i. Hours of operations
 - ii. ISF-Facilities Site Manager during progress of work: _____
 - 1. Must have authority for general contractor. (YES/NO)
 - iii. Record drawings and maintenance documents to be provided to the ROICC
- h. Prime Contractor
 - i. Personnel Superintendent during progress of work: _____
 - 1. Must have authority to act for sub-contractors, vendors, and suppliers. (YES/NO)
 - 2. Work hours phone number (____)____-____.

- 3. After hours phone number (____) ____-____.
- ii. Contractor Safety and Health Plan discussed. (YES/NO)
 - 1. ROICC can suspend work when lift threatening safety violations or practices are observed or discovered.
- iii. Maintain submittal log

6. CONSTRUCTION SITE COORDINATION:

- a. Material laydown area
 - i. Location
 - ii. Size
- b. Contractor office trailer required? (YES/NO)
 - i. Location
 - ii. Size
 - iii. Utilities
- c. ISF Emergency Contact Information
 - i. Field office phone number: (____) ____-____.
- d. Storage trailers
 - i. Number
 - ii. Size
 - iii. Location
- e. Contractor Parking
 - i. Number of spaces needed _____.
- f. Utilities required:
 - i. Phone (YES/NO)
 - ii. Electricity (YES/NO)
 - iii. Procedures for requesting from PW discussed. (YES/NO)
- g. Grass/Landscaping: Return to original condition.
- h. Utility Locator Service:
 - i. If the Government usually provides locator services to construction contractors, they will be provided at no charge to the Contractor.
 - ii. If the Government does not usually provide locator services, the Contractor procure these services through the local vendor, _____.
 - iii. Procedures for requesting discussed. (YES/NO)
- i. Road/Parking lot disruptions discussed. (YES/NO)

7. SUBMITTALS:

- a. Submit (number) copies of all drawings to the ROICC for concurrence. Design reviews will include only:
 - i. Basic life safety and fire code compliance.
 - ii. Compatibility with existing facilities.
 - iii. Uniform Federal Accessibility Standards (UFAS) compliance.
 - iv. An engineer registered in the appropriate discipline must sign drawings.
- b. Concurrence letter should clearly state that a technical review has not been accomplished and the Government takes no responsibility for the design.

8. RECORD OF MATERIALS AND WARRANTIES:

- a. ISF will provide the ROICC with a CD ROM copy of equipment warranties within 90 days of completion.

9. RECORD DRAWINGS:

- a. Contractor to maintain two sets of prints marked up to reflect as-built conditions and submit to the ROICC upon completion of the construction.

- b. ISF to provide the ROICC with a CD ROM copy of record drawings within 90 days of completion.

10. CHANGES DURING CONSTRUCTION:

- a. Requirement that any changes to the drawing shall be submitted to the ROICC for concurrence in sketch form along with any required calculations at least five working days before continuing with the change work discussed. (YES/NO)

11. INSPECTIONS AND ACCEPTANCE:

- a. Construction reviews and inspection will be performed by the ROICC at no cost to the contractor.
- b. ISF will pay for all emergency generator permits.
- c. Pre-final inspection to be completed by the ROICC.
- d. Punch list procedures explained, including time for completion. (YES/NO)

12. INSURANCE:

- a. Insurance certificates will be submitted prior to commencement to work.

13. DAVIS BACON ACT:

- a. Applies to this project IF construction on server farm or BAN/LAN excavation will commence after 24 July 2003.
- b. If applicable, has the contractor received an approval letter for their wage determination from the Contracting Officer? (Construction cannot begin until after EDS has received the approval letter)